

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 18th April 2019

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Clive Parkinson
Shirley Holloway
Benj Emmerson
Angela Symonds
Maggie Tyrrell

Louise Powell (Town Clerk)

1. **To receive any apologies for absence**
Matt Stringer- another commitment
2. **To receive any members declarations of interest**
None.
3. **To receive any representations from the public**
None.
4. **To consider the minutes of the meeting held on 14.03.19 and any matters arising from them**

There were no matters arising
5. **To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private.**

It was resolved to conduct the remainder of the meeting in private due to the confidential nature of the matters to be discussed.
6. **To receive an update on the Hall Project Manager recruitment process**

The Clerk reported that we have had a significant number of CV applications and it was hoped that the targeted advert approved at Council would increase the quality of the applications.
The Committee agreed that shortlisting would take place on 24th April at 2pm and the interviews would take place on Tuesday 14th May.
7. **To update on staff absence and workload pressures**

The staff member concerned is due to return to work on 7th May, however it was not yet known if there would be further absence following this return. The cover officer and the Clerk have been working through the end of year paperwork. We are concerned as

to whether we can make the statutory deadline but would be doing our best to achieve this and the Clerk would update at the new full Council meeting in May. Following a meeting of the audit sub-committee, the Clerk was investigating a new accounts package as the system we currently have is just not suitable.

The new Caretaker had now started at the Hall and was training and settling in well. The new administrator is due to start on 23rd April.

The Committee noted that workloads were still large and that all staff have been very supportive but are struggling to keep up due to the current situation.

8. To discuss a new staff vacancy

The Clerk reported that the cleaner has given notice. The Clerk and Deputy Clerk would review and look to advertise. It was agreed to see if the Cleaner was happy to stay on our books in case she was available for emergency cover and possibly for bar work at the Hall.

9. To update on the Appraisal process for this year

The clerk reported that appraisals had taken place with the outside staff and the situation has improved and will be monitored. Further appraisals will take place over the next few months as staff time is available.

10. To update on a complaint investigation

The Clerk reported that an investigation process was being followed as guided by Ellis Whittam HR advice. Further updates will be provided.

11. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)

The Clerk reported that the First Aid courses continue to be pursued and we will be looking for a course for the staff who had not yet had manual handling training. New requests will be considered after this year's appraisal process.

12. To receive an update on any general staffing matters or consider any other matters on the grounds of urgency

There were no further matters.